

PLEASE POST

CITY OF MILWAUKEE
DEPARTMENT OF EMPLOYEE RELATIONS
ROOM 706, CITY HALL



TRANSFER/PROMOTIONAL OPPORTUNITY
FIRE MECHANIC HELPER
MILWAUKEE FIRE DEPARTMENT

This is a Milwaukee Fire Department civilian position under the jurisdiction of the Fire and Police Commission.

Purpose: To pick up and deliver company supplies, medical supplies, and equipment to and from various locations throughout the city. In addition, make minor repairs to department equipment such as axes and pike poles.

Essential Functions:

- Picks up and delivers various equipment, vendor parts and supplies (house, paramedic, etc.) to and from various locations.
- Assists (and underfills in the absence of) the Inventory Control Assistant III with filling house, apparatus, and medical supply orders, procuring parts, supplies, and equipment as appropriate.
- Maintains general cleanliness of the shop building and grounds which includes lawn care and snow removal.
- Cross trains/assists as needed with fire equipment repair of such items as axes and pike poles and the filling of breathing air/oxygen bottles.
- Moves equipment, furniture, and vehicles/apparatus to and from various locations.
- Snowplows MFD properties with pick-up and/or snow blower.
- Performs other related duties as assigned.

Conditions of Employment: *Subject to recall for emergencies at all times.*

Hours of work are 7:30 a.m. to 4:00 p.m., Monday through Friday.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

Minimum Requirements:

1. Current status and at least six (6) months of experience as a regularly appointed City of Milwaukee employee, having passed the probationary period for the current position held.
2. Valid Driver's License with good driving record at the time of appointment and throughout employment.

Knowledge, Skill and Ability Requirements:

- Ability to work independently.
- Ability to drive heavy equipment/apparatus.
- Ability to learn specific computer programs associated with the position.
- Possess basic computer/keyboarding skills.

Fire Mechanic Helper

- Ability to move objects using up to 50 lbs. of force on a regular basis and 100 lbs. of force from time to time.

The Current Pay Range (PR7BN) is \$ 34,508 - \$41,791 annually with excellent benefits.

The Selection Process will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Milwaukee Fire Department reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make hiring decisions. Selected candidates will be transferred or promoted to the position.

Application Procedure:

- **Applications** can be obtained from the Department of Employee Relations, Room 706, City Hall, 200 E. Wells St., Milwaukee WI 53202, by visiting www.milwaukee.gov/jobs.
- *Applications should be returned to **Juliet Lee Battle** at the **Milwaukee Fire Department**, 711 W. Wells Street, 3rd Floor, Milwaukee, WI 53233 by **January 18, 2013**. Receipt of applications may be discontinued anytime after this date.*

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12/27/12

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